



**Policy:** 4470  
**Procedure:** 4470.04  
**Chapter:** Education  
**Rule:** Credit by Examination

**Effective:** 7/30/08  
**Replaces:** 4470.04  
**Dated:** 10/10/1997

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) awards high school credit by examination toward state graduation requirements.

**Rules:**

1. The **TEACHER OF RECORD** shall:
  - a. Review the juvenile's background information to determine proper formal instruction in course content, interview the juvenile, and conduct informal assessment as necessary to determine the juvenile's eligibility to take an examination for credit;
  - b. Maintain copies of all tests used to determine mastery of objectives for credit by examination in the student's education file, subject to review by the Education Superintendent; and
  - c. Record credit obtained using credit by examination in the juvenile's transcript.
2. The **EDUCATION PRINCIPAL** shall grant credit by examination upon attainment of a grade of at least 70 or above on the assessment of essential elements and/or course content equivalent to students receiving regular classroom instruction.

**Signature Date**

4/14/08

**Approved by Process Owner**

Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham, Director